



**American Red Cross**

Greater Los Angeles

Emergency and Disaster Response  
11355 Ohio Avenue  
Los Angeles, CA 90025  
Phone: (310) 445-9900  
Fax: (310) 445-9961  
After Hours: (888) 737-4306  
[www.RedCrossLA.org](http://www.RedCrossLA.org)

## Training Guide

**Group: Information Management Support Services (IMS)**

**Activity: Analysis & Planning (AP)**

**Record for \_\_\_\_\_ DSHR # \_\_\_\_\_**

**Definition:** Review and analyze cross-functional information to discern operational trends and circumvent possible problems.

### Position: Service Associate (SA)

| Required Classes  | Completed On | Recommended   | Completed On |
|---|--------------|---|--------------|
| FOM<br>Fulfilling Our Mission<br>(DSGEN200A)<br>3.5 Hours |              | FDA<br>Fundamentals of<br>Disaster Assessment<br>(DSIMS200B)<br>Part 1: Internet Course,<br>3.5 Hours<br>Part 2: Instructed led<br>class, 4 Hours |              |
|   |              | FSI<br>Financial & Statistical<br>Information<br>Management<br>(ARG-3078-2)<br>4.5 Hours (By self<br>study or Instructor<br>Facilitated Method)   |              |

*Service Associate to Supervisor promotions approved by Chapter DSHR review panel*

### Position: Supervisor (SV)

| Required Classes  | Completed On | Recommended                           | Completed On |
|---|--------------|---------------------------------------|--------------|
| All Service Associate<br>Required Classes                                       |              | On the Job Training --<br>Admin Tools |              |
| DFS<br>Disaster Frontline<br>Supervisor (DSSSS601A)<br>3.5 Hours                |              |                                       |              |
| DFSS<br>Disaster Frontline<br>Supervisor Simulation<br>(DSSSS602A)<br>3.5 Hours |              |                                       |              |



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***Supervisor to Manager promotions pre-approved by Chapter for final approval from NHQ***

**Position: Manager (MN)**

| Required Classes                                      | Completed On | Recommended                        | Completed On |
|---|--------------|------------------------------------|--------------|
| All Service Associate and Supervisor Required Classes |              | On the Job Training -- Admin Tools |              |

***Manager to Administrator promotions pre-approved by Chapter for final approval from NHQ***

**Position: Administrator (AM)**

| Required Classes  | Completed On | Recommended                        | Completed On |
|---|--------------|------------------------------------|--------------|
| All Service Associate, Supervisor, and Manager Required Classes |              | On the Job Training -- Admin Tools |              |

